

## Form HUD-50058 Line Instructions

	Conventions:
	All fields that require the entry of a date must include the 4-digit year. Enter the date in a standard format (i.e., “MM/DD/YYYY”, “MM/YYYY”). You must enter the year in its entirety.
	“/” means “or” unless otherwise noted.
	Monetary figures: enter only whole dollar amounts. Do not show cents, commas, or dollar signs.
	Rounding: round each monetary amount up when a number is .50 or above; down when a number is .49 or below.
	Reserved: HUD may have future directions about how to use these lines. Reserved lines are placeholders for anticipated future changes.
	Calculation column is a scratch area where Public Housing Agencies (PHA) may perform manual calculations.
	Leave blank any line(s) or item(s) that do not apply unless this form instructs otherwise.

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<b>Section 1:</b>	<b>Agency</b>
Line 1a:	Name of the Public Housing Agency (PHA) that completes the family's Form HUD-50058. Abbreviate the agency name as necessary, but include essential identification information.
Line 1b:	Five-character code composed of the 2-letter postal state code and 3-digit PHA number. This state code indicates the location of the reporting PHA and the number identifies each PHA within a particular state.
Line 1c:	The rental housing assistance program in which the family participates.
Line 1d:	Public/Indian Housing only The project number has four components: 2-letter project state code. This number may be same as PHA code (line 1b). 3-digit project or originating PHA number. This number may be same as PHA code (line 1b). 3-digit project number. 3-digit Suffix: HUD assigned site numbers or suffixes to the project sites of some Public and Indian Housing Agencies.
Line 1e:	Six-character code to capture the tenant's building number.
Line 1f:	Three-character code to capture the building's entrance number
Line 1g:	Ten-character code to capture the PHA designated tenant unit number.
<b>Section 2:</b>	<b>Action</b>
Line 2a:	Report the action type. Use the applicable code.
Line 2b:	Date the reported action becomes effective. The effective date cannot be earlier than the date of admission to the program (line 2h).
Line 2c:	Allows PHAs to correct fields previously transmitted in error. Use a correction for a minor change to a previously submitted record.
Note:	If key fields (i.e., Effective Date of Action) or the majority of a record previously submitted are erroneous, use the 15=Void action type.
Line 2d:	Allows PHAs to indicate the primary reason for the correction record.
Line 2e:	The actual date that the PHA completes the correction and transmits the corrected record.
Line 2f:	Indicate if tenant has entered into a back-rent agreement because they previously underreported or misreported income.
Line 2g:	Per the back-rent agreement, the amount the tenant pays each month.
Line 2h:	Date the PHA initially admitted the family into the program reported in line 1c.
Line 2i:	Projected effective date for the next reexamination.
Line 2j:	Public housing only. Projected date of 3-year reexamination for flat rent.
Line 2k:	Indicate if the family currently participates or participated in the Family Self-Sufficiency program in the past year.
Line 2m:	Section 8 only. Indicate if the family participates in an enhanced voucher program, a Welfare to Work voucher program or another housing conversion.
Line 2n:	Indicate if the family participates in one or more of the following programs: ROC (Regional Opportunity Counseling) MTO (Moving to Opportunity) EDSS (Economic Development and Supportive Services program) ROSS (Resident Opportunities & Self Sufficiency program) HOPE (Homeownership and Opportunity for People Everywhere) VI Resident Service Program PHDEP (Public Housing Drug Elimination Program) FUP (Family Unification Program) PHRR (Public Housing Relocation/Replacement)
Line 2p:	HUD may instruct a particular PHA to use this line. If you do <u>not</u> receive instruction to use, leave it blank.
Line 2q-2u:	PHAs may use these lines for any information they wish to collect.
Note:	HUD encourages PHAs to use lines 2q-2u for local initiatives.

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<b>Section 3:</b>	<b>Household</b>
Note:	Complete for each member of the household.
Note:	Head of household must complete lines 3a through 3q.
Note:	The household includes everyone who lives in the unit. Use the household to determine unit size. The family includes all household members except live-in aides and foster children and adults. Use family members to calculate rental subsidies and payments.
Line 3a:	The Member Number identifies the individual listed on that line of the Form.
Line 3b:	Indicate the last name of each household member. Include name suffixes, such as Jr., and separate with a comma. Do <u>not</u> include name prefixes, such as Ms. or Mr.
Line 3c:	Indicate the first name of each household member. Do <u>not</u> include name prefixes, such as Ms. or Mr.
Line 3d:	Indicate the middle initial of each household member. If no middle initial, leave blank. If more than one middle initial, only enter one.
Line 3e:	Indicate the date of birth for each household member. Include all four digits of the year (MM/DD/YYYY).
Line 3f:	Indicate the age in years of each household member on the Effective Date of Action (line 2b).
Line 3g:	Indicate the gender of each household member (M=Male, F=Female)
Line 3h:	Use code at bottom of page that best categorizes the position or role of each household member.
Line 3i:	Use code at bottom of page that indicates each household member's United States citizenship status.
Line 3j:	Indicate whether or not the household member has a disability.
Line 3k:	Use code or codes at bottom of page the family says best indicates each household member's race. You may use more than one code.
Line 3m:	Use code at bottom of page the family says best indicates each household member's ethnicity. Write the number corresponding to the ethnicity code that applies.
Line 3n:	The 9-digit Social Security Number (SSN) issued to each household member by the Social Security Administration (SSA). If family member does not know or have a SSN, enter 999-99-9999.
Line 3p:	The A-number or ARN contains seven, eight or nine numerical digits preceded by the letter A, e.g., A72 735 827.
Line 3q:	Use code at bottom of page to indicate whether the family member met his or her community service requirements under the Public Housing Reform Act (PHRA). The law requires an <u>average</u> of eight hours of community service per month during the year.
Line 3r:	Reserved for future HUD use.
Line 3s:	Indicate whether additional household member information is included on an additional sheet of paper as an attachment to the Form. Use page 3 of 16 for this purpose.

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Line 3t:	The total number of people in the household.
Note:	Count <u>all</u> persons, include foster children or adults, live-in aides, and other unrelated individuals (who reside with the family as part of the household). Also include persons who are members of the household but temporarily absent from the home.
Line 3u:	Code that indicates the housing assistance eligibility for family members based on the Noncitizen rule of 1995. The noncitizen rule allows PHAs to provide financial assistance to U.S. citizens, nationals, and non-U.S. citizens with eligible immigration status.
Line 3v:	Date the family originally qualified for the continuation of full assistance (C).
Line 3w:	(Flat Rent Annual Update, Annual Reexamination Searching, Portability Move-in, Annual Reexamination, Interim Reexamination, or Other Change of Unit only) If the designated head of household changed due to discontinued occupancy or other cause such as death, marriage, or remarriage <u>and</u> there are family members who remain in the household, enter the <i>former</i> head of household's Social Security Number.
<b>Section 4:</b>	<b>Background at Admission</b>
Note:	A receiving PHA for a portability move-in who is also a new admission must obtain the information required in this section from the initial PHA.
Line 4a:	Date the PHA placed the family on the waiting list for the program under which they receive rental housing assistance. This date must not be <i>later</i> than Effective Date of Action indicated in line 2b.
Line 4b:	The 5-digit ZIP code where the family lived before admission to a rental assistance program.
Line 4c:	Indicate whether or not the family was homeless at the time the PHA admitted the family to a rental housing assistance program
Line 4d:	Indicate whether or not the family qualified for program admission even though their income exceeds the very low-income limit (50% of the area's median income).
Line 4e:	Indicate whether or not the family is continuously assisted under any 1937 Housing Act program at the time of admission.
Line 4f:	Indicate whether this welfare to work family is disregarded for income targeting under a HUD approved disregard of a portion of welfare to work families.
<b>Section 5:</b>	<b>Unit to be Occupied on Effective Date of Action</b>
Line 5a:	The complete address of the housing unit that the household occupies on the Effective Date of Action (line 2b).
Line 5b:	Indicate whether the mailing address is different from the unit address.
Line 5c:	The complete address where the family receives mail, if other than the unit address indicated in line 5a. Leave this field blank if the mailing address is the same as the unit address.
Line 5d:	Total number of bedrooms in the unit that the household will occupy on the Effective Date of Action (line 2b).
Line 5e:	Public/Indian Housing only. Indicate whether or not the PHA designated the unit that the family occupies on the Effective Date of Action (line 2b) as an accessible unit.
Line 5f:	Public/Indian Housing only. Indicate whether or not the family requested disability amenities or accessibility features.
Line 5g:	Public/Indian Housing only. Indicate the status of the family's request for disability amenities and/or accessibility features (line 5e) on the Effective Date of Action (line 2b).
Line 5h:	Section 8 only, except Homeownership. The last date the unit passed a full Housing Quality Standards (HQS) inspection.
Line 5i:	Section 8 only, except Homeownership. The last date a PHA inspector performed a full annual HQS inspection of the unit that the household occupies. This date may be different from the date reported in 5h if the unit failed the last HQS inspection.
Line 5j:	Section 8 only. Indicate the year that the unit was build. This date can be found on the request for tenancy approval form.
Line 5k:	Section 8 only. Indicate the building structure type by checking one of the following boxes.

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<b>Section 6:</b>	<b>Assets</b>
Note:	Use a separate line for each family member and asset source.
Line 6a:	Family member name and Member Number indicated in line(s) 3a that corresponds to the asset information reported.
Line 6b:	Any asset that has a dollar value and/or provides a source of income to the person listed in column 6a.
Note:	See the Form HUD 50058 Instruction Booklet for a detailed explanation of what can and cannot be listed as an asset.
Line 6c:	PHAs may use this column to perform asset calculations.
Line 6d:	Estimated, known or calculated dollar value of the asset listed.
Line 6e:	Total amount of income the family member expects to receive in the next 12-month period from the asset listed.
Line 6f:	Total of the values listed in column 6d.
Line 6g:	Total of the values listed in column 6e.
Line 6h:	The HUD field office determines the Passbook rate of interest for the project locality based on the average interest rate received on a Passbook Savings Account at several banks in the local area.
Line 6i:	Imputed income from assets based on the total dollar value of the asset listed and the Passbook interest rate.
Note:	If the total cash value of assets is \$5,000 or less, enter 0 (zero).
Line 6j:	Total amount of household income derived from assets.
<b>Section 7:</b>	<b>Income</b>
Note:	If the family members do not have any income from sources other than assets and do not expect any other income in the next 12-month period, leave the income section of the Form blank (except for total annual income, line 7i, which is the total of the asset income).
Line 7a:	The name of each family member in the household, and their individual "Member No." as indicated in line(s) 3a that corresponds to the income information reported.
Line 7b:	A one or two letter code that represents the type of income for a family member. Income codes are listed at the bottom of the page.
Note:	See the Form HUD-50058 Instruction Booklet for a detailed description of each income code.
Line 7c:	PHAs may use this column to perform income calculations.
Line 7d:	Annual income amount the family member earns from the income source(s) listed.
Line 7e:	Income excluded from annual income calculations.
Note:	See the Form HUD-50058 Instruction Booklet for a detailed description of each income exclusion.
Line 7f:	The family's total income minus any exclusions.
Line 7g:	The total of the dollar amounts listed in column 7f
Line 7h:	Reserved for future HUD use.
Line 7i:	The family's total annual income. Add the final asset income (line 6j) and the total income after income exclusions (line 7g).

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<b>Section 8:</b>	<b>Expected Income Per Year</b>
Line 8a:	The total annual family income. (From 7i.)
Line 8b:	The name of each family member in the household, and their individual "Member No." as indicated in line(s) 3a that corresponds to the income information reported.
Line 8c:	The type of permissive deduction as determined by the PHA.
Line 8d:	The amount of the permissive deduction
Line 8e:	The total of the dollar amounts listed in column 8d. Public housing only.
Note:	If the head of household and spouse or co-head are under age 62, and there are no family members with a disability, skip to line 8q. Otherwise, enter all medical expense information for the entire family in lines 8f through 8n.
Line 8f:	Amount of out of pocket medical and disability expenses that the family must pay before the PHA can deduct an allowance for such expenses from their income.
Line 8g:	The family's out of pocket disability expense that another source does not reimburse.
Line 8h:	The amount the PHA may potentially deduct for the family's disability expenses.
Line 8i:	Of a family's dollars per year listed in line 7d, determine the earned amount made possible by the out of pocket disability expense the family incurs.
Line 8j:	The total disability assistance expense amount the family may deduct.
Line 8k:	The total amount of the family's medical expenses that another source does <u>not</u> reimburse (e.g., copayments for medical insurance).
Line 8m:	The amount of the family's total disability assistance and medical expenses. (8j + 8k) If no disability expenses, copy from 8k.
Line 8n:	The amount of the family's allowance for medical expenses and disability assistance expenses.
Line 8p:	The family's standard allowance amount if the head of household or spouse or co-head is elderly (age 62 or over), or disabled. The current allowance is \$400.
Line 8q:	The total number of dependents who live in the household and are <i>under</i> 18 years of age, or have a disability, or are full-time students of any age.
Line 8r:	Standard allowance amount for each dependent in the household. The current allowance per dependent is \$480.
Line 8s:	The amount of the family's dependent allowance. Multiply the number of dependents (line 8q) in the household by the standard allowance per dependent amount (line 8r).
Line 8t:	The household's estimated total out of pocket child care expense that another source does not reimburse. This is the estimated amount a family expects to pay for child care during the annual income period.
Line 8u:	The total amount of education or employment travel-related expense, which may <u>not</u> exceed \$1,300 per year (i.e., \$25 per week). Indian Housing only.
Line 8v:	Reserved for future HUD use.
Line 8w:	Reserved for future HUD use.
Line 8x:	The total amount of all of the family's allowances. Enter the sum of lines 8e, 8n, 8p, 8s, 8t, and 8u.
Line 8y:	The family's adjusted annual income. Subtract total allowances (line 8x) from total annual income (line 8a). If 8x is larger, put 0.

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<b>Section 9:</b>	<b>Total Tenant Payment (TTP)</b>
Line 9a:	Divide total annual income (line 8a) by 12.
Line 9b:	Reserved for future HUD use.
Line 9c:	Multiply total monthly income (line 9a) by 0.10.
Line 9d:	Divide adjusted annual income (line 8y) by 12.
Line 9e:	Percent of adjusted monthly income used to determine TTP. Use 0.30 for Section 8.
Line 9f:	Multiply the total adjusted monthly income (line 9d) by Percent of adjusted monthly income (9e).
Line 9g:	If the family receives welfare assistance, include the amount the welfare assistance agency specifically designates for shelter and utilities. The welfare assistance agency may adjust this amount in accordance with the actual cost of shelter and utilities. If none, put 0.
Line 9h:	The PHA established a minimum rent amount per month. The PHA may require the tenant to pay a minimum rent amount up to \$50. If the PHA waived this payment because of financial hardship, enter 0.
Line 9i:	Enhanced Vouchers only. Enter the monthly rent that the family was paying on the date of the 'eligibility event' for the project in question.
Line 9j:	The total tenant payment (TTP). Indicate the highest amount listed in the lines 9c, 9f, 9g, or 9h. If the family has an enhanced voucher assistance, enter the highest of lines 9c, 9f, 9g, 9h, or 9i.
Line 9k:	The most recent total tenant payment (TTP) amount for the family. This amount is only available if the family previously lived in subsidized housing.
Line 9m:	Under PHRA, a family does not have to pay the PHA established minimum rent if they qualify for a financial hardship exemption.

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<b>Section 10:</b>	<b>Public Housing, Indian Rental, and Turnkey III</b>
Note:	Complete if program code (line 1c) is P for Public Housing or B for Indian Rental.
Line 10a:	The total tenant payment (TTP) as noted in 9j.
Line 10b:	Indicate the dollar amount of the flat rent. Flat rent is set by the unit size and building.
Line 10c:	The highest rent amount the PHA will require a family to pay for a particular unit size. The PHA determines the ceiling rent, which is similar to the Fair Market Rent (FMR). If no ceiling rent, enter 0 (zero).
Line 10d:	The amount of the lower rent. Indicate the lesser amount of either the TTP (line 10a) or ceiling rent (line 10c).
Line 10e:	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Note:	If there is no utility allowance, enter 0 (zero).
Line 10f:	The rent amount the family pays to the owner after deducting the utility allowance (line 10e) from the lower rent (line 10d); or the total credit amount the family receives to pay utilities.
Line 10g:	Reserved for future HUD use.
Line 10h:	To calculate the maximum rent, list the TTPs paid by all tenants in this unit's size in the PHA's jurisdiction from largest to smallest, and then take the TTP that falls at the 95 <sup>th</sup> percentile.
Line 10i:	Maximum amount of rent subsidy available to the family.
Line 10j:	Total number of family members eligible for rent subsidy based on their citizen status.
Line 10k:	Total number of family members in the household.
Line 10m:	Reserved for future HUD use.
Line 10n:	The total amount of rent subsidy for which the family is eligible.
Line 10p:	Indicate the mixed family total tenant payment for the unit based on the proration calculation. Public/Indian Housing max rent (10h) minus eligible subsidy (10n).
Line 10q:	Reserved for future HUD use.
Line 10r:	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Note:	If there is no utility allowance, enter 0 (zero).
Line 10s:	The rent amount the family pays to the owner after deducting the utility allowance (line 10r) from the mixed family total tenant payment (line 10p); or the total credit amount the family receives to pay for utilities.
Line 10t:	Reserved for future HUD use.
Line 10u:	Indicate whether the family selected an income based rent or a flat rent.
Line 10v:	Reserved for future HUD use.



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<b>Section 11:</b>	<b>Section 8: Pre-merger Certificates and Project Based Vouchers Only (Except Owner-Occupied Manufactured Home on Rented Space/Pad)</b>
Line 11a:	Unit size (number of bedrooms) that was listed on the family's rental certificate.
Line 11b:	Project based vouchers only. Indicate whether or not the family moved or will move into the unit.
Line 11c:	Reserved for future HUD use.
Line 11d:	Indicate whether or not the family moved or will move into the PHA's jurisdiction under portability.
Line 11e:	Monthly amount billed to the initial PHA for the family's HAP amount, on-going administrative fee, and any utility reimbursement to the family.
Line 11f:	Indicate the initial PHA's identification number.
Note:	For help obtaining the initial PHA's identification number, contact the appropriate HUD field office, the PHA profiles website or the MTCS Hotline at 1-800-FON-MTCS.
Line 11g:	Housing type(s) that applies to the family's housing unit.
Line 11h:	The Section 8 unit owner's legal name.
Line 11i:	Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner.
Line 11j:	Reserved for future HUD use.
Line 11k:	Total monthly rent amount paid to the unit owner under the lease, or other subsidized rent amount.
Line 11m:	Monthly utility allowance amount paid to the unit owner.
Line 11n:	The unit's total monthly rent amount. Include any utility allowance provided to the tenant for the unit.
Line 11p:	Reserved for future HUD use.
Line 11q:	The total tenant payment (TTP) as noted in 9j.
Line 11r:	Total housing assistance payment (HAP). Gross rent of unit (11n) minus TTP (11q).
Line 11s:	Total rent amount the family pays to the owner, or the total credit amount the family receives to pay utilities.
Line 11t:	Amount of the housing assistance payment to the unit owner.
Line 11aa:	Amount of the normal total housing assistance payment.
Line 11ab:	Reserved for future HUD use.
Line 11ac:	Reserved for future HUD use.
Line 11ad:	Reserved for future HUD use.
Line 11ae:	Total number of family members eligible for rental subsidy based on their citizen status.
Line 11af:	Total number of family members in the household.
Line 11ag:	Percent of the family eligible for rental subsidy based on the total number eligible and the total number in family.
Line 11ah:	Total prorated housing assistance payment amount. Normal total HAP (11aa) multiplied by proration percentage (11ag).
Line 11ai:	Total tenant payment for the unit based on the proration calculation. Gross rent of unit (11n) minus prorated total HAP (11ah).
Line 11aj:	Monthly allowance amount for tenant supplied utilities if the rental payment does not include all utilities. (Copy from line 11m.)
Line 11ak:	Total rent amount the family pays to the owner, or the total credit amount the family receives to pay utilities.
Line 11am:	Reserved for future HUD use.
Line 11an:	The prorated housing assistance payment to the unit owner. Subtract the mixed family tenant rent (line 11ak) from the contract rent to owner (line 11k).

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<b>Section 12:</b>	<b>Section 8: Vouchers</b>
Line 12a:	Unit size (number of bedrooms) listed on the rental voucher.
Line 12b:	Indicate whether or not the family will move or moved into the unit.
Line 12c:	Indicate whether or not the family qualifies as Hard to House. A family qualifies as Hard to House if there are three or minors or if there is a disabled family member and the family is moving to a different unit.
Line 12d:	Indicate whether or not the household will move or has moved into the PHA's jurisdiction under portability.
Line 12e:	Monthly amount billed to the initial PHA for the family's HAP amount, on-going administrative fee, and any utility reimbursement to the family.
Line 12f:	The initial PHA's 2-letter state code and 3-digit identification number.
Line 12g:	Housing type(s) that applies to the family's housing unit.
Line 12h:	The Section 8 unit owner's legal name.
Line 12i:	Tax identification number (TIN) or Social Security Number (SSN) of the legal unit owner.
Line 12j:	Enter the payment standard for the family.
Line 12k:	Total monthly rent payable to the unit owner under the lease for the contract unit.
Line 12m:	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Line 12n:	Reserved for future HUD use.
Line 12p:	Gross rent of unit or "space rent" 12k + 12m.
Line 12q:	Lower of voucher payment standard for family (line 12j) or gross rent of unit (line 12p)
Line 12r:	Total tenant payment per month, as noted in line 9j.
Line 12s:	Total HAP owed. Lower of voucher payment or gross rent (12q) minus TTP (12r).
Line 12t:	Total amount the family contributes toward rent and utilities.
Line 12u:	The amount of the housing assistance payment to the unit owner.
Line 12v:	The monthly rent due to the unit owner by the family.
Line 12w:	The utility reimbursement to the family from the PHA.
Line 12aa:	Reserved for future HUD use.
Line 12ab:	The amount of the normal total housing assistance payment.
Line 12ac:	Total number of family members eligible for rent subsidy based on their citizen status.
Line 12ad:	Total number of family members in household.
Line 12ae:	The percent of the family eligible for rent subsidy.
Line 12af:	The prorated housing assistance payment.
Line 12ag:	Indicate the mixed family total family contribution based on the proration calculation.
Line 12ah:	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Line 12ai:	The rent amount the family pays to the owner after subtracting the utility allowance (line 12ah) from the mixed family total family contribution (line 12ag); or the total credit amount the family receives to pay for utilities.
Line 12aj:	The total prorated amount of the housing assistance payment to the unit owner. Subtract the mixed family tenant rent (line 12ai) from the rent to owner (line 12k).
Line 12ak:	Reserved for future HUD use.

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<b>Section 13:</b>	<b>Section 8: Moderate Rehabilitation (Mod Rehab) (Except Converted to Certificate)</b>
Line 13a:	The housing assistance payment (HAP) contract number. Include the sequence number for each HAP contract. The HAP contract sequence number identifies the particular HAP contract as under the project (funding increment).
Line 13b:	Indicate whether the family's unit is in a Single-Room Occupancy (SRO) project under the SRO Program for Homeless Individuals.
Line 13c:	Indicate whether the family's unit is a SRO unit, but <u>not</u> under the SRO Program for Homeless Individuals.
Line 13d:	The Section 8 unit owner's legal name.
Line 13e:	The legal unit owner's taxpayer identification number (TIN) or Social Security Number (SSN).
Line 13f:	The current base rent for the unit that reflects the most recent rent adjustment.
Line 13g:	The owner's current monthly rehabilitation debt service payments for the unit.
Line 13h:	The monthly rent amount paid to the Mod Rehab unit owner as specified in the HAP contract. Add the current base rent (line 13f) to any monthly rehabilitation debt service (line 13g).
Line 13i:	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Line 13j:	The total tenant payment (TTP) as noted in 9j.
Line 13k:	The rent amount the family pays to the owner after deducting the utility allowance (line 13i) from the total tenant payment (line 13j); or the total credit amount the family receives to pay for utilities.
Line 13m:	The amount of the housing assistance payment the PHA pays to the unit owner. Subtract the tenant rent (line 13k) from the contract rent to owner (line 13h).
Line 13n:	Reserved for future HUD use.
Line 13p:	The unit's total monthly rent amount. Add the contract rent to owner (line 13h) to the utility allowance (line 13i).
Line 13q:	The amount of the normal total housing assistance payment.
Line 13r:	Total number of family members eligible for rent subsidy based on their citizen status.
Line 13s:	Total number of family members in household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.
Line 13t:	The percent of the family that is eligible for rent subsidy.
Line 13u:	The prorated housing assistance payment.
Line 13v:	Indicate the mixed family total tenant payment.
Line 13w:	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Line 13x:	The rent amount the family pays to the owner after deducting the utility allowance (line 13w) from the mixed family total tenant payment (line 13v); or the total credit amount the family receives to pay for utilities.
Line 13y:	Reserved for future HUD use.
Line 13z:	The total prorated amount of the housing assistance payment to the unit owner. Subtract the mixed family tenant rent (line 13x) from the contract rent to owner (13h).

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<b>Section 14:</b>	<b>Manufactured Home Owner Renting the Space (Pre-merger Certificates only)</b>
Line 14a:	The unit size (number of bedrooms) listed on the rental certificate.
Line 14b:	Reserved for future HUD use.
Line 14c:	Indicate whether or not the household moved into the PHA's jurisdiction under portability move-in. Portability move-in occurred when one PHA issued a family a certificate and the family moved into another PHA's jurisdiction.
Line 14d:	If the family moved into the receiving PHA's jurisdiction under portability move-in, and the receiving PHA elected to bill the initial PHA, indicate the monthly amount billed to the initial PHA for the family's HAP amount, 80% of the on-going administrative fees, and for any utility reimbursement to the family.
Line 14e:	Indicate the initial PHA's identification number.
Line 14f:	Reserved for future HUD use.
Line 14g:	The space owner's legal name.
Line 14h:	The legal space owner's tax identification number (TIN) or the Social Security Number (SSN).
Line 14i:	Reserved for future HUD use.
Line 14j:	Indicate whether or not the manufactured home's purchase price included the cost of furniture.
Line 14k:	The monthly amount paid for principal and interest to amortize the manufactured home's purchase price. Include any set-up charges for assembling, skirting, and anchoring the manufactured home.
Line 14m:	The deduction amount for furniture cost from the monthly amortization payment.
Line 14n:	The adjusted monthly amortization payment.
Line 14p:	If the owner does <u>not</u> provide all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Line 14q:	The monthly rent payable to the space owner under the lease. Includes the required fees and charges for all maintenance and management services, but excludes on-going utility charges.
Line 14r:	The space's total monthly rent amount.
Line 14s:	The total tenant payment (TTP) as noted in 9j.
Line 14t:	Indicate the total tenant payment (line 14s) subtracted from the gross rent (line 14r).
Line 14u:	Reserved for future HUD use.
Line 14v:	The amount of the housing assistance payment made to the space owner. Indicate the lower amount contained in rent to owner (line 14q) or gross rent minus TTP (line 14t).
Line 14w:	The rent amount the family pays to the owner. Deduct the HAP to owner (line 14v) from the rent to owner (line 14q).
Line 14x:	Reserved for future HUD use.
Line 14aa:	Total number of family members eligible for rent subsidy based on their citizen status.
Line 14ab:	Total number of family members in household.
Line 14ac:	The percent of the family that is eligible for rent subsidy.
Line 14ad:	The prorated housing assistance payment.
Line 14ae:	Indicate the mixed family total tenant payment based on the proration calculation.
Line 14af:	Reserved for future HUD use.
Line 14ag:	The rent amount the family pays to the owner. Rent to owner (14q) minus prorated HAP to owner (14ad).

# Form HUD-50058 Line Instructions

<b>Section 15:</b>	<b>Homeownership</b>
Line 15a:	Indicate whether or not the family moved or will move into the home identified (e.g., if the family's will remain in the same home at the time of reexamination, enter N).
Line 15b:	Date of the initial HQS inspection.
Line 15c:	Indicate whether or not the family moved or will move into the PHA's jurisdiction under portability move-in.
Line 15d:	If the family moves into the receiving PHA's jurisdiction under portability move-in, and the receiving PHA elects to bill the initial PHA, indicate the monthly amount billed to the initial PHA for the family's HAP amount, 80% of the on-going administrative fees, and for any utility reimbursement to the family.
Line 15e:	Indicate the initial PHA's identification number.
Line 15f:	The monthly homeownership cost; includes principal and interest on initial mortgage debt, taxes and insurance and any mortgage insurance premium, if applicable.
Line 15g:	The PHA's utility allowance for the unit.
Line 15h:	The amount of PHA's allowance for the homeowner's monthly routine maintenance costs.
Line 15i:	The amount of the PHA's allowance for the homeowners major home repairs and replacements.
Line 15j:	If applicable, enter co-op occupancy charges or condominium association assessments.
Line 15k:	The amount of principal and interest for debt associated with home improvements on the unit.
Line 15m:	Sum of 15f through 15k. Calculation of tenant's total cost of homeownership.
Line 15n:	Enter the lower of the payment standard for the unit size as indicated on the family's voucher or the payment standard for the unit size that the family actually owns.
Line 15p:	The lower of gross homeownership expense (15m) and the payment standard (15n).
Line 15q:	Total tenant payment, as indicated in 9j.
Line 15r:	Amount of monthly homeownership assistance payment.
Line 15s:	Total amount the family contributes toward homeownership. Subtract HAP (line 15r) from gross homeownership expense (line 15m).
Line 15aa:	The amount of the normal total housing assistance payment.
Line 15ab:	Total number of family members eligible for homeownership subsidy based on their citizen status.
Line 15ac:	Total number of family members in the household. Do not include live-in aides or foster children and adults. Include ineligible noncitizen family members as part of the total family number.
Line 15ad:	The percent of the family that is eligible for homeownership subsidy.
Line 15ae:	The total prorated amount of the homeownership assistance payment to the homeowner.
Line 15af:	Indicate the mixed family total family contribution based on the proration calculation.
Line 15ag:	Reserved for future HUD use.
Line 15ah:	Reserved for future HUD use.

## Form HUD-50058 Line Instructions

<b>Section 16:</b>	<b>Indian Mutual Help</b>
Line 16a:	The total amount of adjusted monthly income received on a monthly basis. Enter the amount from 9d.
Line 16b:	The Mutual Help and Occupancy Agreement (MHOA) percentage, as indicated in the Mutual Help agreement. Use a decimal between 0.15 and 0.30.
Line 16c:	The total amount of the family's monthly cost. Multiply adjusted monthly income (line 16a) by the mutual help agreement percentage (line 16b).
Line 16d:	If the rental payment does <u>not</u> include all utilities, indicate the monthly allowance amount for tenant supplied utilities that applies to the family occupied unit.
Line 16e:	The net family cost. Deduct the utility allowance (line 16d) from the gross family cost (line 16c).
Line 16f:	Each Indian Housing Authority (IHA) sets their administration charge. Enter the amount of the IHA's charge.
Line 16g:	If the IHA has an established Maximum Monthly Payment Schedule, enter the amount. The maximum is usually the total of the administration charge and any debt service payments shown on the homebuyer's purchase price schedule.
Line 16h:	The total family cost. The higher amount of either the net cost (line 16e) or the administration charge (line 16f). If this amount exceeds the maximum monthly payment in the agreement, enter the maximum monthly payment (line 16g).

# Form HUD-50058 Line Instructions

<b>Section 17:</b>	<b>Family Self-Sufficiency (FSS)/Welfare to Work (WtW) Voucher Addendum</b>
Line 17a:	Identify if the family participates in a Family Self-Sufficiency (FSS) program, a Welfare to Work (WtW) voucher program, or both.
Line 17b:	Check one category to indicate the purpose of the FSS Addendum.
Line 17c:	The date of the FSS action.
Line 17d:	The PHA code associated with the PHA that provides the FSS services.
Line 17e:	Check one category to indicate the purpose of the WtW Addendum.
Line 17f:	The date of the WtW action.
Line 17g:	The PHA code associated with the PHA that issued the WtW Voucher. For unknown issuing PHAs, enter own PHA code.
Line 17h.(1):	Indicate the head of household 's current employment status.
Line 17h.(2):	The date the head of household began their current job.
Line 17h.(3):	Indicate the head of household's current employment benefits. Check all that apply.
Line 17h.(4):	Enter the highest <i>grade</i> or the <i>full</i> years of formal schooling that the head of household <u>completed</u> (0-25).
Line 17h.(5):	Indicate whether or not the family receives additional assistance, such as food stamps, Medicaid, TANF assistance, or the earned income tax credit.
Line 17h.(6):	Indicate the number of children in the household who receive child care services.
Line 17i.(1):	Indicate whether or not the PHA identified individual training and service needs of the family members.
Line 17i.(2):	If the PHA identified certain needs for family members, indicate whether or not the program meets these needs.
Line 17i.(3):	Indicate the name of the service provider who meets the participant's need. See codes at bottom of page

## Form HUD-50058 Line Instructions

Line 17j.(1):	The effective date of the family's FSS Contract of Participation; the date the family <i>initially</i> enrolled in the FSS program.
Line 17j.(2):	The expiration date of the family's FSS Contract of Participation; the date the family is <i>initially</i> expected to exit the FSS program. The contract term is for a period of 5 years.
Line 17j.(3):	If applicable, the date to which the PHA has extended the family's FSS Contract of Participation.
Line 17j.(4):	The number of family members in the household who have current Individual Training and Services Plans under the FSS Contract of Participation.
Line 17j.(5):	For new FSS enrollment, indicate whether or not the family received an FSS selection preference due to participation in a related service program.
Line 17k.(1):	The current dollar amount credited to the family's FSS account due to increases in earned income by the family.
Line 17k.(2):	The current dollar amount of the family's FSS account based on the most recent report of account funds and activity.
Line 17k.(3):	Total dollar cumulative amount, if any, of all FSS escrow disbursements ever made to the family.
Line 17m.(1):	Indicate if the family fulfilled all of its obligations under the contract during the contract term, or when 30% of the family's monthly adjusted income equals or exceeds the existing housing fair market rent (FMR) for the unit size for which the family qualifies.
Line 17m.(2):	Indicate if the family completed the contract and is moving to homeownership.
Line 17m.(3):	Indicate why the family is not moving to homeownership.
Line 17n.(1):	The date the PHA issued the Welfare to Work Voucher.
Line 17n.(2):	The date the family submitted a Request for Lease Approval (RFLA) to the PHA.
Line 17n.(3):	Identify entities that helped the family find a unit.
Line 17p:	If assistance occurred in a different unit, check all of the reasons that apply.
Line 17q.(1):	The family withdrew from the Section 8 program to buy a home.
Line 17q.(2):	The reasons why the family is leaving the WtW program. Select all that apply.